

NSSC Vision: Unparalleled Service

NSSC Mission: To provide timely, accurate, high quality, cost effective, and customer focused support for selected NASA business and technical services.

The Services We Provide

The NSSC opened for business on March 1, 2006, providing support services in four functional areas:

- HUMAN RESOURCES
- PROCUREMENT
- FINANCIAL MANAGEMENT
- INFORMATION TECHNOLOGY

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Look for these activities to transition to the NSSC in the future:

Activity	Date
- Payroll	May 2006
- Domestic Travel Payments	June 2006
- Accounts Payable (Wave 1 Centers: MSFC, GRC, JSC, SSC)	Nov 2007
- Accounts Receivable (Wave 1 Centers: MSFC, GRC, JSC, SSC)	Nov 2007
- Accounts Payable (Wave 2 Centers: KSC, LaRC, ARC, DFRC)	Jan 2008
- Accounts Receivable (Wave 2 Centers: KSC, LaRC, ARC, DFRC)	Jan 2008
- Accounts Payable (Wave 3 Centers: GSFC, HQ)	Mar 2008
- Accounts Receivable (Wave 3 Centers: GSFC, HQ)	Mar 2008
- SF224/GL/Reporting	Apr 2008

NSSC
Permanent
Facility—
Architectural
Concept—
Boardroom



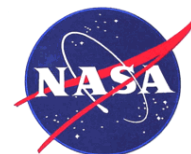
More

Further information regarding the roles and responsibilities of the NSSC for each of these activities can be found by visiting our website at www.nssc.nasa.gov. Simply click on +Guides, then select the HR Process option.

www.nasa.gov

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National Aeronautics and
Space Administration



March 2006

NSSC

NASA Shared Services Center

quick
reference
guide

Customer Focused

financial management

About the NSSC

The NASA Shared Services Center (NSSC) consolidated selected activities in Financial Management (FM), Procurement, Information Technology (IT), and Human Resources (HR) into one new Center: NSSC. The NSSC opened March 1, 2006 at Stennis Space Center in Mississippi. Our vision is to provide "Unparalleled Service," which will be measured and reported to all customers. We will work collaboratively with Centers to meet all service needs via a Customer Contact Center (CCC) and Center Liaisons located at each Center.

The NSSC will constantly strive to improve quality and service and to increase our efficiency and effectiveness. With continuous improvement we will be able to provide customer oriented, consistent, high quality, easily accessible, and timely support services. The economies of scale and standardization of services NASA will realize from creating the NSSC will free up resources that will be redirected to NASA's core mission and help achieve the One-NASA vision.

The FM services migrating to the NSSC are described on the following pages.



NSSC Permanent Facility—Architectural Concept—Main Lobby

Permanent Change of Station (PCS) and Temporary Change of Station (TCS) Travel

March 1, 2006

The NSSC:

- Provides assistance to employees completing PCS and TCS travel vouchers
- Creates a funds commitment (obligation) for entitlements authorized by the Centers based on Federal Travel Regulations and NASA Financial Management Requirements
- Processes requests for travel advances
- Validates and examine PCS and TCS travel vouchers for payment
- Informs customers of disallowed expenses citing applicable regulation
- Reconciles vouchers and payments
- Resolves disputed claims; claims that cannot be resolved can be submitted to GSA Review Board
- Calculates and deducts applicable taxes and Relocation Income Tax allowances
- Processes bills for collection on employee debts
- Issues applicable IRS Form to the employee
- Performs an unliquidated obligations review

Foreign Travel Payments - March 1, 2006

The NSSC:

- Processes all foreign travel from receipt of approved and funded travel voucher to payment. The authorization and approval processes stay at the Centers.
- Validates and examines foreign travel vouchers for payment in compliance with entitlements authorized by the Centers based on Federal Travel Regulations and NASA Financial Management Requirements
- Informs customers of disallowed expenses citing applicable regulation
- Reconciles vouchers and payments
- Resolves disputed claims
- Calculates and deducts applicable taxes
- Processes bills for collection
- Performs an unliquidated obligations review

Payroll - May 28, 2006

The NSSC:

- Reviews, validates and delivers time and attendance data to Department of Interior (DOI)
- Reviews activities regarding employee salary and benefit payments
- Provides general information on payroll services to employees
- Acts as liaison between employees and the DOI
- Generates supplemental pay
- Coordinates and processes corrections and adjustments with DOI
- Coordinates and reconciles employee receivables, death payments, military deposits and non-NASA awards
- Labor Reporting

Domestic Travel Payments - June 1, 2006

The NSSC processes all domestic travel from receipt of travel voucher to payment. The authorization and approval processes are staying at the Centers.

The NSSC:

- Validates and examines domestic travel vouchers for payment in compliance with entitlements authorized by the Centers based on Federal Travel Regulations and NASA Financial Management Requirements
- Informs customers of disallowed expenses citing applicable regulations
- Reconciles vouchers and payments
- Resolves disputed claims
- Calculates and deducts applicable taxes if extended TDY is longer than one year; issues IRS Form
- Refers employee debts to Accounts Receivable for billing
- Performs unliquidated obligations review



NSSC Interim Facility